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Approved For Release 2002/11/12 : CIA-RDP80-01826R000800030031-1

PERSONNEL SERIAL NO.

## FITNESS REPORT (Part I) PERFORMANCE

### INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation [ ] It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

### SECTION A.

#### GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
7. GRADE	8. DATE REPORT DUE IN OP	9A. PERIOD COVERED BY THIS REPORT From To		9B. NUMBER OF MONTHS EMPLOYEE UNDER MY SUPERVISION	
10. TYPE OF REPORT (Check one)		INITIAL	REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
		ANNUAL	REASSIGNMENT-EMPLOYEE		

### SECTION B.

#### CERTIFICATION

1. FOR THE RATER: THIS REPORT ☐ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.  I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
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2. FOR THE REVIEWING OFFICIAL: PLACE THE NUMBER OF THE STATEMENT WHICH BEST REPRESENTS YOUR OPINION IN THE BOX BELOW.

<input type="checkbox"/>
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RATING  
NUMBER

1. I WOULD HAVE RATED THIS INDIVIDUAL ABOUT THE SAME.
2. I WOULD HAVE RATED THIS INDIVIDUAL HIGHER.
3. I WOULD HAVE RATED THIS INDIVIDUAL LOWER.
4. I CANNOT JUDGE THESE RATINGS AS I AM NOT SUFFICIENTLY FAMILIAR WITH THIS EMPLOYEE'S PERFORMANCE.

A. RECORD ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

☐ CONTINUED ON ATTACHED SHEET

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	D. OFFICIAL TITLE OF REVIEWING OFFICIAL
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### SECTION C.

#### JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

<input type="checkbox"/>
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RATING  
NUMBER

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT FOR CURRENT JOB.
2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE ☐ HAS ☐ HAS NOT HAD SPECIFIC GUIDANCE OR TRAININGS. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; CARRIES OUT ☐ OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

*MOST*

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2. RATINGS ON PERFORMANCE ~~Approved For Release 2002/11/12 : CIA-RDP80-01826R000800030031-1~~

**DIRECTIONS:**

- a. State in the spaces below up to six of the more important **SPECIFIC** duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering **ONLY** effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING  
GIVING LECTURES  
CONDUCTING SEMINARS

WRITING TECHNICAL REPORTS  
CONDUCTING EXTERNAL LIAISON  
TYPING  
TAKING DICTATION  
SUPERVISING

HAS AND USES AREA KNOWLEDGE  
DEVELOPS NEW PROGRAMS  
ANALYZES INDUSTRIAL REPORTS

MANAGES FILES  
OPERATES RADIO  
COORDINATES WITH OTHER OFFICES  
WRITES REGULATIONS  
PREPARES CORRESPONDENCE

CONDUCTS INTERROGATIONS  
PREPARES SUMMARIES  
TRANSLATES GERMAN

DEBRIEFING SOURCES  
KEEPS BOOKS  
DRIVES TRUCK  
MAINTAINS AIR CONDITIONING  
EVALUATES SIGNIFICANCE OF DATA

- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY		6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMI- LAR JOBS	
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY		7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	
	3 - PERFORMS THIS DUTY ACCEPTABLY	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	
SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER	
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER	
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER	

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING  
NUMBER

- 1 - DEFINITELY UNSUITABLE FOR CURRENT JOB.
- 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE BEEN ASSIGNED TO CURRENT JOB IF ALL THE FACTS HAD BEEN KNOWN.
- 3 - A BARELY ACCEPTABLE EMPLOYEE...SO FAR AS CURRENT JOB IS CONCERNED.
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW WHO DO THIS KIND OF WORK.
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF HIS CURRENT JOB.
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR THE KIND WORK HE IS DOING.

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☐ NO. IF YES, EXPLAIN FULLY:

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## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
7. GRADE	8. DATE REPORT DUE IN OP	9A. PERIOD COVERED BY THIS REPORT From To	9B. NUMBER OF MONTHS EMPLOYEE UNDER MY SUPERVISION
10. TYPE OF REPORT (Check one)	INITIAL ANNUAL	REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
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2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
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## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL IN A VARIETY OF SITUATIONS

DIRECTIONS: Place in the appropriate box below the number of the statement which best describes how you would assign this individual to each of the following supervisory situations.

RATING NUMBERS	X - HAVE NO OPINION. OR NA Not applicable
	1 - WOULD NOT ASSIGN HIM TO THIS SUPERVISORY SITUATION UNDER ANY CIRCUMSTANCES.
	2 - WOULD ASSIGN HIM TO THIS SITUATION AFTER HE HAS HAD MORE EXPERIENCE AND TRAINING.
	3 - WOULD NOT HESITATE TO ASSIGN HIM TO THIS SITUATION RIGHT NOW.

NUMBER	DESCRIPTIVE SITUATION
	DIRECTING A GROUP DOING THE BASIC JOB SUCH AS (For example Truck drivers, stenographers, technicians or professional specialists) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT.
	DIRECTING A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB. THE KIND OF POSITION YOU HAVE IN MIND
	DIRECTING A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY. THE KIND OF POSITION YOU HAVE IN MIND
	DIRECTING A GROUP WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT. THE KIND OF POSITION YOU HAVE IN MIND
	DIRECTING A GROUP WHERE IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION. THE KIND OF POSITION YOU HAVE IN MIND

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3. COMMENT ON SPECIAL STRENGTHS AND WEAKNESSES WHICH WILL HELP INTERPRET THE PRECEDING RATINGS OR POTENTIAL.

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**SECTION H.**

**FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

**SECTION I.**

**DESCRIPTION OF INDIVIDUAL**

**DIRECTIONS:** This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
	1. ABLE TO SEE ANOTHER'S POINT OF VIEW		11. HAS HIGH STANDARDS OF ACCOMPLISHMENT		21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES		12. SHOWS ORIGINALITY		22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
	3. HAS INITIATIVE		13. ACCEPTS RESPONSIBILITIES		23. IS THOUGHTFUL OF OTHERS
	4. IS ANALYTIC IN HIS THINKING		14. ADMITS HIS ERRORS		24. WORKS WELL UNDER PRESSURE
	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS		15. RESPONDS WELL TO SUPERVISION		25. DISPLAYS JUDGEMENT
	6. KNOWS WHEN TO SEEK ASSISTANCE		16. DOES HIS JOB WITHOUT STRONG SUPPORT		26. IS SECURITY CONSCIOUS
	7. CAN GET ALONG WITH PEOPLE		17. COMES UP WITH SOLUTIONS TO PROBLEMS		27. IS VERSATILE
	8. HAS MEMORY FOR FACTS		18. IS OBSERVANT		28. HIS CRITICISM IS CONSTRUCTIVE
	9. GETS THINGS DONE		19. THINKS CLEARLY		29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
	10. CAN COPE WITH STRESS		20. COMPLETES ASSIGNMENTS		30. DOES NOT REQUIRE STRONG CONTINUOUS SUPERVISION

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